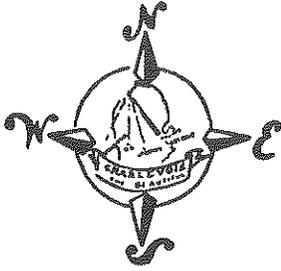


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

**TUESDAY, FEBRUARY 16, 2016**  
**2:00 P.M.**

**PINE RIVER PLACE COMMUNITY ROOM**

### **AGENDA:**

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business:      Public Participation at Board Meetings  
                         Employee Handbook

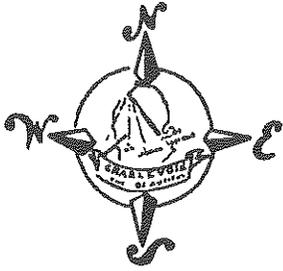
New Business:     FYE 2017 Operating Budget

Public Comment on subjects unrelated to Agenda Items

Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes January 19, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:03 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan, Stevens  
ABSENT:  
OTHER: Julie Waterman, Executive Director,  
Brad Waterman, Maintenance Supervisor,  
Residents of Pine River Place

**Additions to the Agenda:** Julie Waterman asked that the discussion of Commission banking check signers be added to the new business agenda. Joan Buday made a motion to add Check Signers to the agenda under new business. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Stevens

No:

Abstentions:

Absent:

### **Approval of Meeting Minutes and Bills:**

President Stevens asked if there were any corrections or additions to the minutes from the December regular meeting or questions on the December bills. Paul Stephan asked for clarification on what a "stipend" was. A motion to approve the minutes from the December 15th meeting and the December bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Stevens

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the December financial statements. Reserves have increased to 32.6% after months of careful spending and contract negotiations. 100% occupied at this time. The new fire alarm panel was installed on January 11<sup>th</sup>. The next upgrade to the system needs to be "addressable devices". This will enable the monitoring company, the fire department and the staff to see exactly what unit/area is having an issue. We will be getting a quote soon and will need to perform this upgrade in stages due to the high cost. A suggestion box has been permanently mounted to the wall just inside the community room doors. Plans are under way to convert the emergency pull-cord system to completely wireless. This will help avoid unnecessary false alarms which happen

frequently and may result in future charges from the city. "Coffee with Julie" is scheduled for next Wednesday the 27<sup>th</sup> to allow residents to ask questions and voice concerns and suggestions.

**Old Business:**

**Property at 207 W. Garfield:**

Discussed occurred about the sale of the property and its use before the sale is final and where we are with HUD signing off on the sale. Although a vote was taken at the December meeting approving the sale, a resolution was not approved. Joan Buday made a motion to approve resolution 2016-01 "Resolution Approving Sale of Property at 207 W. Garfield". Lillian Left second the motion.

Yes: Left, Buday, Stephan, Stevens

No:

Abstentions:

Absent:

**Public Participation at Board Meetings:**

A resolution was presented for a Public Participation at Board Meetings Policy which had been posted for 30 days for public comment. There were no public comments. After further discussion of the board, it was determined that the requirement for registration was not in accordance with the Open Meetings Act and needed to be removed. Joan Buday made a motion to table the Public Participation at Board Meetings Policy until it is amended per board discussion and meets all board members agreement. Paul Stephan seconded the motion.

Yes: Left, Stephan, Buday, Stevens

No:

Abstentions:

Absent:

**Employee Handbook:**

Discussion occurred on the draft of the Employee Handbook that was prepared by Paychex. This second draft was still missing a few required changes. Julie Waterman will see that the final changes are made and present it at the February regular board meeting. Gregory Stevens asked if there were any public comments concerning the Employee Handbook. There were no public comments.

**New Business:**

**Check Signers:**

Due to a vacancy on the board, a new check signer need to be assigned. After discussion it was decided that the authorized commission check signers will be Gregory Stevens, Lillian Left and Paul Stephan. Joan Buday made a motion to add Paul Stephan as an authorized check signer on the housing commission's banking accounts. Lillian Left seconded the motion.

Yes: Left, Buday, Stevens

No:

Abstentions: Stephan

Absent:

**Executive Director Performance Review:**

The board was prepared to conduct a performance evaluation for Executive Director Julie Waterman. Julie Waterman requested that the evaluation be held in closed session. Paul Stephan made a motion to go into closed session to discuss Julie Waterman's performance evaluation. Joan Buday seconded the motion.

Yes: Left, Stephan, Buday, Stevens

No:

Abstentions:

Absent:

The meeting went into closed session at 2:59pm. The meeting resumed into open session at 4:34 pm. The performance evaluation of Julie Waterman was completed by the board of commissioners.

**Public Comment:** President Stevens asked if there were any public comments on subjects unrelated to agenda items.

With no public comments, President Stevens closed the meeting to public comments.

**Adjournment:** The meeting adjourned at 4:35 pm. The next Regular Meeting will be held Tuesday, February 16, 2016 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.

  
Submitted by: Julie Waterman, Interim Executive Director

January 25, 2016

Approved by: Gregory Stevens, Board President

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget

From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/05/2016	DEP	Rent & Security Deposit ACH		11,084.00	54,531.11	
01/05/2016	013958	ACE Hardware	93.56		54,437.55	Kilz paint/sealer
01/05/2016	013959	Charter Communications	1,492.09		52,945.46	Bulk rate cable TV & cable internet service through 1/31/2016
01/05/2016	013960	CDM Mobile Shredding, LLC	45.00		52,900.46	Shredded Documents
01/05/2016	013961	Grand River Insurance Agency, LLC	2,965.00		49,935.46	Workers comp ins. through 1/26/2017
01/05/2016	013962	American Total Security, Inc.	406.50		49,528.96	Service calls for front door dead bolt and rekey of storage building, additional keys for door locks
01/05/2016	013963	Van's Business Machines	537.00		48,991.96	replace color cartridges
01/05/2016	013964	Dianna Farmer	285.00		48,706.96	Refund Security Deposit
01/05/2016	013965	Housing Authority Accounting S	373.24		48,333.72	Accounting service for December 2015
01/05/2016	013966	Kelly Services, Inc.	368.60		47,965.12	administrative services - week ending 12/27/2015
01/06/2016	DEP	Rent		4,855.26	52,820.38	
01/06/2016	DEP	Rent		3,527.00	56,347.38	
01/06/2016	ADJST	E-Connect Fee	68.95		56,278.43	monthly electronic banking fee
01/07/2016	DEP	Rent & Security Deposit		208.50	56,486.93	
01/11/2016	013967	HD Supply Facilities Maintenance	313.96		56,172.97	range drip bowls, range hood, ceiling fan parts, garbage disposals, shower drain plumbing kit, showerheads, cleaning gloves
01/11/2016	013968	Kelly Services, Inc.	405.43		55,767.54	administrative services - week ending 1/3/2015
01/11/2016	013969	Housing Data Systems	1,410.00		54,357.54	Annual License and Support Contract
01/11/2016	013970	City Of Charlevoix	3,038.20		51,319.34	Water, sewer & electric through 12/31/15
01/11/2016	013971	Business Card	129.67		51,189.67	money loaded onto laundry WASH card to clean washing machines, microphones and cord, suction cups for decorations, coffee, coffee filters, showerhead for handicap unit
01/11/2016	013972	DTE Energy	1,786.98		49,402.69	gas through 12/18/2015
01/12/2016	EFT	Paychex of New York LLC	1,896.06		47,506.63	payroll for 12/26/2015 to 1/08/16
01/13/2016	EFT	Paychex of New York LLC	141.85		47,364.78	costs for payroll services
01/13/2016	EFT	Paychex of New York LLC	735.89		46,628.89	Federal Withholding Taxes
01/15/2016	DEP	OFND		4,241.00	50,869.89	January Operating Subsidy
01/15/2016	EFT	Paychex of New York LLC	225.25		50,644.64	costs HR & timeclock services

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget

From: 01/01/2016 To: 01/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/19/2016	013973	Kelly Services, Inc.	317.52		50,327.12	administrative services - week ending 1/10/2016
01/19/2016	013974	Van's Business Machines	600.00		49,727.12	Annual maintenance contract
01/26/2016	EFT	Paychex of New York LLC	2,190.97		47,536.15	payroll for 1/09/2016 to 1/22/16
01/26/2016	013975	Patricia Downs, Executive Director	50.00		47,486.15	MHDA 2016 annual dues
01/26/2016	013976	Michigan Housing Directors As.	110.00		47,376.15	Winter Conference registration fee
01/26/2016	013977	Kelly Services, Inc.	231.53		47,144.62	administrative services - week ending 1/17/2016
01/26/2016	013978	Blue Cross/ Blue Shield	329.31		46,815.31	Medical Insurance through 3/09/2016
01/26/2016	013979	Critical Signal Technologies	645.00		46,170.31	January monitoring charge for call to aid system.
01/27/2016	EFT	Paychex of New York LLC	30.60		46,139.71	costs for payroll services
01/27/2016	EFT	Paychex of New York LLC	883.95		45,255.76	Federal Withholding Taxes
<b>Total:</b>			22,107.11		23,915.76	

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of January 31, 2016**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 44,632.03
1162.1 - Money Mkt Acct 9391	<u>67,813.43</u>
<b>Total Cash</b>	<b>112,445.46</b>

**Receivables**

<b>Total Receivables</b>	0.00
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**Investments**

<b>Total Investments</b>	0.00
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**Deferred Charges**

1211 - Prepaid Insurance	<u>14,519.68</u>
<b>Total Deferred Charges</b>	<b>14,519.68</b>

<b>Total Current Assets</b>	<b>126,965.14</b>
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**Fixed Assets**

1400 - Modernization Cost	7,625.04
1400.6 - Land	267,602.26
1400.61 - Land Improvements	243,775.56
1400.7 - Buildings	1,817,692.87
1400.71 - Building Improvements	1,449,028.49
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	44,760.08
1400.9 - Furn., Equip., Mach.-Admin	97,602.92
1495 - Accumulated Depreciation	<u>(3,368,101.93)</u>
<b>Total Fixed Assets</b>	<b>797,094.80</b>

<b>TOTAL ASSETS</b>	<b>\$ <u>924,059.94</u></b>
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**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of January 31, 2016**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 2,965.01
2114 - Tenant Security Deposits	15,613.00
2117.11 - Medicare Withheld	0.02
2117.4 - Health Insurance Withheld	453.63
2117.6 - Dental Insurance Withheld	85.60
2135 - Salaries and Wages	2,528.25
2135.1 - Accrued Absences-Current	2,751.53
2136 - Accrued Liabilities-Other	1,981.82
2137 - Payments in Lieu of Taxes	<u>14,300.00</u>
<b>Total Current Liabilities</b>	<b>40,678.86</b>

**Noncurrent Liabilities**

2135.2 - Accrued Absences-Long Term	<u>543.63</u>
<b>Total Noncurrent Liabilities</b>	<b>543.63</b>

<b>TOTAL LIABILITIES</b>	<u><b>41,222.49</b></u>
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**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt	<u>928,388.88</u>
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**Unrestricted Net Assets**

2806 - Unrestricted Net Assets	80,638.99
Current Year Profit/Loss	(132,841.74)
Current Year Profit/Loss-2015 CFP	<u>6,651.32</u>
<b>Total Unrestricted Net Assets</b>	<b>(45,551.43)</b>

<b>TOTAL EQUITY</b>	<u><b>882,837.45</b></u>
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<b>TOTAL LIABILITIES/EQUITY</b>	<u><u><b>\$ 924,059.94</b></u></u>
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**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 10 Months Ended January 31, 2016**

Ideal Percentage- 83.34%

		1 Month Ended	10 Months Ended		
	ANNUAL BUDGET	January 31, 2016	January 31, 2016	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 219,730	18,290.39	\$ 183,423.76	83.48%	36,306.24
<b>Total Rental Income</b>	219,730	18,290.39	183,423.76	83.48%	36,306.24
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	59,000	4,241.00	47,270.00	80.12%	11,730.00
<b>Total HUD PHA Grants</b>	59,000	4,241.00	47,270.00	80.12%	11,730.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	8.33	97.38	38.95%	152.62
3690 - Tenant Income	1,000	25.00	430.50	43.05%	569.50
3690.1 - Non-Tenant Income	19,400	0.00	9,894.31	51.00%	9,505.69
3690.3 - (Gain)/Loss on Sale of Equipment	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,278.37	12,603.41	101.23%	(153.41)
<b>Total Nonrental Income</b>	33,100	1,311.70	27,600.60	83.39%	5,499.40
<b>Total Operating Income</b>	311,830	23,843.09	258,294.36	82.83%	53,535.64
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	50,600	2,692.30	35,963.77	71.07%	14,636.23
4130 - Legal Expense	0	0.00	7,271.86	0.00%	(7,271.86)
4140 - Staff Training	2,000	110.00	1,250.25	62.51%	749.75
4150 - Travel Expense	2,500	0.00	2,377.89	95.12%	122.11
4170 - Accounting Fees	5,610	746.48	5,176.33	92.27%	433.67
4171 - Auditing	3,700	0.00	4,200.00	113.51%	(500.00)
4182 - Employee Benefits - Admin	13,800	263.58	2,955.54	21.42%	10,844.46
4185 - Telephone	4,000	92.00	3,235.15	80.88%	764.85
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	50.00	535.00	78.68%	145.00
4190.3 - Admin Service Contracts	3,790	2,407.70	10,754.27	283.75%	(6,964.27)
4190.4 - Office Supplies	2,000	537.00	1,499.65	74.98%	500.35
4190.5 - Other Sundry Expense	3,000	1,458.30	6,100.49	203.35%	(3,100.49)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
<b>Total Administration</b>	91,880	8,357.36	81,437.60	88.63%	10,442.40
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	0.00	400.00	100.00%	0.00
4230 - Contract Costs-Cable/Monitoring	20,040	2,045.09	20,027.79	99.94%	12.21
<b>Total Tenant Services</b>	20,440	2,045.09	20,427.79	99.94%	12.21

See Accountants' Compilation Report

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 10 Months Ended January 31, 2016**

		1 Month Ended	10 Months Ended		
	ANNUAL BUDGET	<u>January 31, 2016</u>	<u>January 31, 2016</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>					
4310 - Water	12,100	1,255.83	11,940.12	98.68%	159.88
4320 - Electricity	20,100	1,782.37	16,560.45	82.39%	3,539.55
4330 - Gas	21,600	1,786.98	11,113.97	51.45%	10,486.03
<b>Total Utilities</b>	<b>53,800</b>	<b>4,825.18</b>	<b>39,614.54</b>	<b>73.63%</b>	<b>14,185.46</b>
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	58,800	2,812.32	45,289.75	77.02%	13,510.25
4420 - Materials	14,500	515.92	18,132.75	125.05%	(3,632.75)
4430.02 - Heating & Cooling Contracts	500	0.00	342.00	68.40%	158.00
4430.04 - Elevator Maintenance Contracts	5,500	0.00	4,697.72	85.41%	802.28
4430.05 - Landscape & Grounds Contracts	3,800	0.00	1,396.79	36.76%	2,403.21
4430.06 - Unit Turnaround Contracts	1,000	0.00	9,461.97	946.20%	(8,461.97)
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	0.00	0.00%	300.00
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	1,150	0.00	0.00	0.00%	1,150.00
4430.11 - Routine Maintenance Contracts	4,000	0.00	4,905.21	122.63%	(905.21)
4430.12 - Miscellaneous Contracts	2,000	406.50	1,266.30	63.31%	733.70
4431 - Garbage Removal	3,100	0.00	2,471.00	79.71%	629.00
4433 - Employee Benefits - Maint.	24,620	260.46	17,943.40	72.88%	6,676.60
<b>Total Ordinary Maint. &amp; Oper.</b>	<b>120,270</b>	<b>3,995.20</b>	<b>105,906.89</b>	<b>88.06%</b>	<b>14,363.11</b>
<b>Protective Services</b>					
<b>Total Protective Services</b>	0	0.00	0.00	0.00%	0.00
<b>General Expense</b>					
4510 - Insurance	17,700	1,547.00	15,073.04	85.16%	2,626.96
4511 - Insurance-Wk Comp	3,010	250.13	2,463.41	81.84%	546.59
4520 - Payment in Lieu of Taxes	16,590	1,430.00	14,300.00	86.20%	2,290.00
4590 - Other General Expense	0	0.00	975.00	0.00%	(975.00)
<b>Total General Expense</b>	<b>37,300</b>	<b>3,227.13</b>	<b>32,811.45</b>	<b>87.97%</b>	<b>4,488.55</b>
<b>Total Routine Expense</b>	<b>323,690</b>	<b>22,449.96</b>	<b>280,198.27</b>	<b>86.56%</b>	<b>43,491.73</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
4610.2 - Materials	0	0.00	852.23	0.00%	(852.23)
4610.3 - Contract Costs	0	0.00	526.80	0.00%	(526.80)
<b>Total Extraordinary Maint.</b>	<b>0</b>	<b>0.00</b>	<b>1,379.03</b>	<b>0.00%</b>	<b>(1,379.03)</b>
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	0	0.00	0.00	0.00%	0.00
<b>Total Non-Routine Expense</b>	<b>0</b>	<b>0.00</b>	<b>1,379.03</b>	<b>0.00%</b>	<b>(1,379.03)</b>
<b>Total Operating Expenses</b>	<b>323,690</b>	<b>22,449.96</b>	<b>281,577.30</b>	<b>86.99%</b>	<b>42,112.70</b>
<b>Operating Income (Loss)</b>	<b>(11,860)</b>	<b>1,393.13</b>	<b>(23,282.94)</b>	<b>196.31%</b>	<b>11,422.94</b>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 10 Months Ended January 31, 2016**

	ANNUAL BUDGET	1 Month Ended	10 Months Ended	% Budget Used	*OVER/UNDER
		January 31, 2016	January 31, 2016		
<b>Surplus Credits and Charges</b>					
Total Surplus Credits and Char	0	0.00	0.00	0.00%	0.00
<b>Capital Expenditures</b>					
7520 - Replacement of Equipment	0	0.00	599.95	0.00%	(599.95)
7540 - Betterments and Additions	7,500	0.00	996.31	13.28%	6,503.69
7590 - Operating Expenditures-Contra	(7,500)	0.00	(1,596.26)	21.28%	(5,903.74)
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Other Financial Items</b>					
8010 - Operating Transfer In	20,000	0.00	41,932.90	209.66%	(21,932.90)
<b>Total Other Financial Items</b>	<b>20,000</b>	<b>0.00</b>	<b>41,932.90</b>	<b>209.66%</b>	<b>(21,932.90)</b>
<b>Reserve Net Income (Loss)</b>	<b>\$ 640</b>	<b>1,393.13</b>	<b>\$ 12,478.70</b>	<b>1,949.80%</b>	<b>\$ (11,838.70)</b>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Public Participation at Board Meetings Policy

**Date:** February 13, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** Public Participation at Board Meetings Policy

**Background Information:**

A draft of the policy was presented to the board at the November 17, 2015 board meeting. The policy was approved and posted for 30 days to allow for public comments. (There were no public comments.) At the January 19<sup>th</sup> board meeting there was board discussion on the policy. It was decided that requiring individuals to register was not in accordance with Michigan's Open Meetings Act. The draft has been amended to remove any language as such. Once approved by the board, the revised draft needs to be posted for 30 days to allow for public comments before being adopted by board resolution.

**Recommendation:**

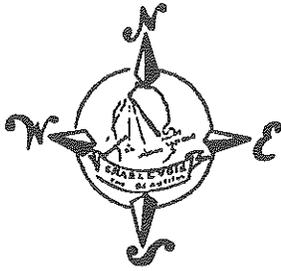
Approve revised draft of the Public Participation at Board Meetings Policy to be posted for 30 days to allow for public comments.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Public Participation in Board Meetings Policy

The Open Meetings Act states, "A person shall be permitted to address a meeting of a public body under rules established and recorded by the public body." Public participation at the meetings of the Board of Commissioners ("Board") of the Charlevoix Housing Commission ("Commission") and the Committees established by the Board is intended to provide residents and interested persons with the opportunity to comment on issues or topics that are within the purview of the Board or Committee, as the case may be.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every meeting of the Board and publish rules to govern such participation in Board Meetings.

Public participation shall occur in accordance with the procedures set forth below:

Any group wishing to place an item on the agenda shall register their intent with the Executive Director no later than 24 hours prior to the meeting and include:

- A. Name of the group representative
- B. Group affiliation
- C. Topic to be addressed

Such requests shall be subject to the approval of the Executive Director and the Board President.

Individuals not representing a group do not need to register in order to participate as set forth below.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

Charlevoix Housing Commission Board and Committee meetings shall be guided by the following rules:

- A. Although the public has the right and is invited to attend meetings of the Board and its Committees, no individual or group has the right to enter into the deliberations of the Board or Committees.
- B. With respect to Board meetings, unless input is solicited by the Board, communications by members of the public will be limited to the portion of the meeting designated on the agenda as the time for "Public Comment."
- C. With respect to Committee meetings, unless input is solicited by the Committee, communications by members of the public shall be entertained only if they are related to a specific agenda item. Participation by the public on an agenda item may

- begin after the Committee has heard staff's presentation (if any) on such item and discussed same.
- D. Groups wishing to address the Board during public participation must register with Management 24 hours in advance of the Monthly Board meeting that they want to speak during the public comment period and state their topic.
  - E. Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.
  - F. Speakers will appear individually and will be afforded attention and respect. When called upon, the person shall come to the podium or designated speaking area; state his/her name; and, if speaking for an organization or other group, identify the group represented. Groups must select a maximum of two representatives to speak on their behalf. No person may speak without first being recognized by the presiding officer.
  - G. Each statement made by a speaker shall be limited to three (3) minutes duration. Speakers are not allowed to cede their time to any other person.
  - H. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
  - I. With respect to Board meetings, there shall be a cumulative limit of thirty (30) minutes available for public comment. If requested by the presiding officers and approved by majority vote of the Board, the time allocation for individuals and/or the cumulative limit may be altered based upon the number of persons wishing to speak.
  - J. Speaker shall direct comments to the Board and not to staff or other participants.
  - K. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
  - L. With respect to Committee meetings, the period available for public comment may be limited if requested by the Chairperson and approved by majority vote of the Committee.
  - M. Courteous, respectful and civil behavior is expected from all speakers and all persons attending a Board or Committee meeting. Personal attacks, abusive or intemperate language and unsubstantiated allegations leveled at Commissioners, staff, property managers or other residents are prohibited. Individuals who are disruptive may be given a warning and will, if necessary, be removed from the meeting. If any individual is removed from a meeting as a result of disruptive behavior, then the individual may forfeit his or her right of re-entry to future Board and Committee meetings.
  - N. The Board or Committee, as the case may be, has discretion to restrict comments that are repetitive or redundant.
  - O. The Board or Committee will restrict comments that are inappropriate.
  - P. Written comments and/or literature will be accepted at Board and Committee meetings from a) registered groups, including speakers who are unable to complete their comments in the allotted time, and b) individuals who wish to speak but are unable to address the Board or Committee. As is the case with respect to oral communications, written materials will not be accepted if they are outside the purview of the Board or Committee; contain personal attacks, abusive or

intemperate language or unsubstantiated allegations; or relate to current or prospective bids.

- Q. All persons attending a Board or Committee meeting shall turn off or silence their cell phones while the meeting is in session.
- R. Current or prospective vendors wishing to present product or services for purchase should not use the public participation portion of a Board or Committee meeting for this purpose. Vendors will, as appropriate, be referred to the staff responsible for procurement. The Board or Committee Chairperson will have the discretion to withdraw a speaker's right to address the Board or Committee if any of the above rules are violated.
- S. Residents with specific property complaints or concerns will be referred to the Executive Director.
- T. The presiding officer of the Charlevoix Housing Board of Commissioners does reserve the right to recognize or call upon members of the public present at a meeting during the course of discussion of various issues.

Persons who wish to obtain copies of the meeting schedule, minutes or board packets are encouraged to visit the Commission's tab on the City of Charlevoix website at <http://cityofcharlevoix.org/area-links/charlevoix-housing-commission.html>, or call the Commission office at (231) 547-5451 for written materials.

Adopted by Charlevoix Housing Commission X/XX/2016 Resolution 2016-XX

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Employee Handbook

**Date:** February 13, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** None

**Background Information:**

The board reviewed and edited a draft of an Employee Handbook at a work session on December 1, 2015. The draft was updated with the company that prepared it. The revised draft was discussed at the January 19<sup>th</sup> meeting and a few more items were marked for revision. The company preparing it, Paychex, has made the most recent changes as requested by the board and is preparing a polished draft. It is unlikely (with Monday the 15<sup>th</sup> being a holiday) that it will be available before the February 16<sup>th</sup> board meeting.

**Recommendation:**

Postpone (by board motion), the agenda item of the Employee Handbook until the March 15<sup>th</sup> regular board meeting.

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** FYE 2017 Operating Budget

**Date:** February 13, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** None

**Background Information:**

Preparing the budget for the coming fiscal year (FYE 3/31/2017) is underway. It is normally approved at the March meeting. The accountant does not have a draft prepared at this time. Input and discussion is needed. The board may choose to hold a work session to go into greater detail on the budget. After discussion and input a final draft can be presented at the March board meeting for approval.

**Recommendation:**

Schedule a work session to discuss the FYE 2017 Operating Budget.